

17 Nov 00

Subj: STANDING ORDERS AND DUTIES OF PORT OPERATIONS DIVISION
SOUNDING AND SECURITY WATCH

Encl: (1) Sounding and Security Watch and Responsibilities
(2) Sounding and Security Qualifications Sheet
(3) Surface Operations Sound and Security Log/Craft Draft
Log

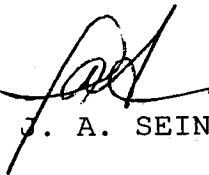
1. Purpose. To promulgate responsibilities and instructions for sounding and security watches.

2. Responsibility. Personnel assigned to Port Operations Division must be continuously aware of the security and safety of all crafts, buildings and personnel in the area. All personnel, whether on or off watch, must be alert to any violations of security and safety that could comprise the operating efficiency of the division and promptly report violations to their chain of command. After working hours violations will be reported to the Surface Operations Duty Officer, who will inform the chain of command immediately.

a. Personnel assigned to Sounding and Security Watches are further responsible for knowing and strictly complying with enclosure (1).

b. Surface Operations Duty Officers are responsible for training Sounding and Security Watch standers per enclosure (2).

c. The importance of this watch cannot be over emphasized. The safety and security of personnel, facilities and craft assigned to Port Operations is directly impacted by a person's conscientiousness while on watch. Performance of duty while watch is a direct reflection of reliability, maturity and professionalism.



J. A. SEIN

SOUNDING AND SECURITY WATCH RESPONSIBILITIES

(1) Watchstanders inspect piers and check the security of each building reporting hourly to the Port Control Watch.

(2) If at any time you are not sure what you should do, contact the Duty Officer.

(3) Report any unauthorized personnel in or around Port Operations areas of responsibility, piers, buildings and small crafts.

(4) The watch will not leave the area of his/her responsibility at any time.

(5) Turn security and pier light on/off at sunset/sunrise. The watch may use a motorized vehicle when caring out this responsibility.

(6) Should a problem arise that prevents the watch from inspecting all craft and building within the hour notify the Surface Operation Duty Officer and request assistance.

(7) The watch will have a thorough knowledge of the watertight integrity on all craft.

(8) The watch will know where to take soundings on all craft.

(9) Sounding of Craft:

a. Notify the Surface Operations Duty Officer of excessive water in any bilge.

b. Notify the Surface Operations Duty Officer of a loss of shore power to Building 2252 and the Watchstanders will light off the generator. When the shore power is back on line secure the generator and set the breaker to normal operation.

c. Utility Boats - On the stern of the boat there is a deck cover, (black in color), open the cover and check the bilge; they should be dry. If water is present notify the Surface Operations Duty Officer.

17 Nov 00

d. YOGN-113, YON-271, SWOB-41 - No soundings are required to be taken. However, these crafts must be checked hourly ensuring that:

(1) The craft is on an even keel and checking the water line. A list would indicate that one of the voids is leaking and taking on water/oil.

(2) Oil is not flowing overboard from craft.

(3) Mooring lines are properly secured.

(4) Buildings Assigned To Port Operations:

Bldg. 2252	Maintenance (1 st deck)
Bldg. 2252	Admin (2 nd deck)
Bldg. 371	Port Ops Supply Warehouse
Bldg. 2036	Oil Spills
Bldg. 2086	Paint Locker

Piers/Bulkhead:

Pier #1	Fueling Pier
Pier #1A	Fuel Barge Pier
Pier #2	Submarine Pier/Tug Nest
Pier #3	Fleet Pier
Bulkhead A	Oil Spills Craft
Bulkhead B	YD/YFU's
Bulkhead C	LST Pier
Bulkhead D	AFWTF Boats
Finger Pier	Small Boats Security
Finger Pier	Small Boats Oil Spills

(5) Craft Assigned To Port Operations:

Pusher Boat (LCM-6)	Service Craft
YOGN-113	Oil Spills
YON-271	Oil Spills
SWOB-41	OIL Spills
Platform	Oil Spills
Utility Boats	Oil Spills
Rapid Response	Oil Spills

(6) The watch will have thorough knowledge of the location of all fire fighting equipment and procedures to follow in case of fire on manned/unmanned craft and buildings assigned to Port Operations.

SOUNDING AND SECURITY QUALIFICATION SHEET

301.1 ESTIMATED COMPLETION TIME FOUR WEEKS

301.2 Prerequisites

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.3 Fundamentals From this PQS:

101 Safety

Completed _____
(Qualifier/Date)

102 Mechanical and Engineering

Completed _____
(Qualifier/Date)

103 Electrical Safety

Completed _____
(Qualifier/Date)

104 Logs and Records

Completed _____
(Qualifier/Date)

105 Deck Seamanship

Completed _____
(Qualifier/Date)

106 Craft Characteristics

Completed _____
(Qualifier/Date)

17 Nov 00

301.4 SYSTEM FROM THIS PQS

201 Bilge

Completed _____
(Qualifier/Date)

202 Pier Lighting

Completed _____
(Qualifier/Date)

301.5 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What means of communications are used?
- e. What safety precautions must be observed?
- f. What parameters/operating limits must be Monitored?
- g. Perform this task IAW SOP.

301.6.1 Assume/relieve the watch. (3 times)

Signature/Date

Signature/Date

Signature/Date

.2 Sound all required tanks/voids. (3 times)

Signature/Date

Signature/Date

Signature/Date

17 Nov 00

.3 Check for leakage on tanks, voids, hull, shaft seals,
and piping. (3 times)

Signature/Date

Signature/Date

Signature/Date

.4 Check all mooring lines. (3 times)

Signature/Date

Signature/Date

Signature/Date

.5 Maintain all required logs. (3 times)

Signature/Date

Signature/Date

Signature/Date

.6 Maintain all in port lights between sunset/sunrise.
(3 times)

Signature/Date

Signature/Date

Signature/Date

17 Nov 00

- .7 Monitor all small boats for flooding. (3 times)

Signature/Date

Signature/Date

Signature/Date

- .8 Maintain communications with Port Control. (3 times)

Signature/Date

Signature/Date

Signature/Date

- .9 Set/secure the watch. (3 times)

Signature/Date

Signature/Date

Signature/Date

- .10 Check oil, water and fuel in service generator.
(3 times)

Signature/Date

Signature/Date

Signature/Date

- .11 Line up, and operate service generator. (3 times)

Signature/Date

Signature/Date

Signature/Date

- .12 Shift load to service generator. (3 times)

Signature/Date

Signature/Date

Signature/Date

- .13 Unload service generator and secure. (3 times)

Signature/Date

Signature/Date

Signature/Date

301.7.1 ABNORMAL CONDITIONS

- a. What immediate action is required?
- b. What are the probable causes?
- c. What operating limitations are imposed?
- d. What emergencies or malfunctions may occur if immediate action is not taken?
- e. How does this affect other operations/equipment/watchstations?
- f. What safety precautions must be observed?
- f. Perform or simulate the corrective/immediate action for this abnormal condition IAW SOP.

- .1 Loss of power to the building (3 times)

Signature/Date

Signature/Date

Signature/Date

- .2 Heavy weather mooring (3 times)

Signature/Date

Signature/Date

Signature/Date

- .3 Emergency shut down of the generator (3 times)

Signature/Date

Signature/Date

Signature/Date

301.7.2 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. What other emergencies or malfunctions may occur if immediate action is not taken?
- f. How does this emergency affect other operations/equipment/watchstations?

17 Nov 00

- g. What safety precautions must be observed?
- h. Perform or simulate the immediate action for this emergency condition IAW SOP.

301.7.1.1 Flooded space (3 times)

Signature/Date

Signature/Date

Signature/Date

.2 Class "A" Fire

Signature/Date

.3 Class "B" Fire

Signature/Date

.4 Class "C" Fire

Signature/Date

.5 Parted-mooring lines

Signature/Date

.6 Fire on the generator

Signature/Date

301.8 WATCHES

Stand the following watches under qualified supervision.

WATCH/SITUATION

SIGNATURE/DATE

Sounding and security (3 times)

301.9 EXAMINATIONS

1. Pass a written exam

(SIGNATURE/DATE)

2. Pass an oral exam board

(SIGNATURE/DATE)

SURFACE OPERATIONS SOUND AND SECURITY LOG

	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06	07	08
PIER 1																									
OIL SPILLS																									
PIER 2																									
WAREHOUSE																									
PAINT LOCKER																									
BLDG 2252																									
PIER 3																									
GROUNDS																									
BULKHEAD "A"																									
BULKHEAD "B"																									
BULKHEAD "C"																									
BULKHEAD "D"																									

0800-1200	1200-1600	1600-2000
2000-2400	0000-0400	0400-0800

DATE: _____

DUTY SECTION: _____ Encl. are (3)